

Kitchen Hygiene and Sanitation Checklist

Cloud Kitchens & Delivery Brands

ACCESS CONTROL & OPERATIONS

Unauthorized entry not allowed in cleaning area.

Controlled

Occasional Breach

Open Access

CHEMICAL HANDLING & STORAGE

Approved cleaning chemicals and tools used as per MSDS.

Approved & Safe

Label Issues

Unsafe

Pest control chemicals stored away from food.

Safe Storage

Label Issues

Unsafe

Chemical usage & dilution recorded daily.

Recorded Daily

Partial

Not Recorded

CLEANING PROGRAM & COMPLIANCE

Cleaning schedules for kitchen areas are defined and followed.

Schedule Followed

Irregular

Not Followed

Floor cleaning and deep cleaning done as per frequency.

As Per Frequency

Occasional

Not Done

Supervisor verifies sanitation checklist daily.

Daily Verification

Occasional

No Verification

CLEANING TOOLS HYGIENE

Cleaning cloths and sponges are sanitized daily and replaced regularly.

Daily Sanitized & Replaced

Occasional Sanitizing

Not Sanitized / Reused

Cleaning staff wear PPE.

PPE & Clean

Inconsistent PPE

No PPE

Cleaning tools color-coded & stored separately.

Color-Coded

Some Issues

Mixed Storage

DOCUMENTATION & RECORD KEEPING

Cleaning & pest control logs updated weekly.

Weekly & Verified

Irregular

No Logs

FOOD CONTACT SURFACE HYGIENE

Cooking and preparation surfaces are sanitized before and after each shift.

Sanitized Before & After

Occasionally Missed

Not Sanitized

All chopping boards, knives, and utensils are washed and sanitized between uses.

Sanitized & Color-Coded

Sanitized Sometimes

Not Washed / No Segregation

Food trays, containers, and storage boxes are cleaned and dried before reuse.

Clean & Dry

Mostly Clean

Dirty / Residue Present

HAND HYGIENE FACILITIES

Handwash stations in prep and cooking areas are functional with soap and sanitizer.

All Facilities Functional

Some Issues

Not Functional / Missing

All sinks and wash basins are clean and free from food debris.

Cleaned & Sanitized

Occasionally Dirty

Dirty / Food Debris Present

Staff wash hands after waste handling.

Consistent

Sometimes

Not Done

HYGIENE AUDIT & CAPA MANAGEMENT

Weekly hygiene audit by QA/supervisor.

Weekly Audit

Occasional

No Audit

Hygiene performance report to QA monthly.

Monthly & Complete

Partial

Not Submitted

KITCHEN EQUIPMENT CONDITION

Worktables and shelves are stainless steel and maintained in good condition.

Good Condition

Minor Wear

Poor Condition

Exhaust hoods, filters, ducts cleaned to prevent grease.

Regular

Irregular

Not Cleaned

Dishwashers maintained as per SOP.

Maintained

Intermittent

Not Maintained

KITCHEN STRUCTURE & CLEANLINESS

Kitchen floors, walls, and ceilings are clean, dry, and free from visible stains or mold.

Clean & Dry

Minor Issues (spots/ damp)

Dirty / Wet / Mold

Drains and grease traps are cleaned regularly and free from blockages.

Clean & Documented

Partially Clean / Irregular Docs

Blocked / Not Cleaned

Ceilings and ventilation ducts are free from dust, oil, and cobwebs.

Clean & Checked Weekly

Checked but Some Dust

Dirty / Not Checked

Windows, doors, vents clean & insect-free.

Well Maintained

Minor Issues

Damaged / Dirty

Kitchen lighting adequate & covered.

Adequate & Covered

Minor Issues

Broken / Uncovered

PEST CONTROL PROGRAM

No evidence of pest activity in kitchen.

No Evidence

Some Sightings

Infestation

Pest control services licensed & logged.

Licensed & Logged

Irregular Logs

No Service / No Logs

Fly catchers functional & cleaned regularly.

Functional & Correct Placement

Minor Issues

Non-Functional

Open drains and waste areas covered.

Covers Tight

Loose Covers

No Covers

Pest sighting register maintained & reviewed.

Reviewed Weekly

Irregular Review

No Register

WASTE MANAGEMENT & SEGREGATION

Waste bins have lids & foot pedals.

Compliant

Some Issues

Non-Compliant

Wet & dry waste color-coded.

Segregation Correct

Partial

No Segregation

Food waste cleared twice per shift.

On Time

Delayed

Accumulated

Used oil disposed via authorized vendor.

Compliant

Records Missing

Unauthorized

WASTE STORAGE AREA

Waste storage area clean & covered.

Clean & Covered

Minor Issues

Dirty / Exposed

WATER SAFETY & UTILITIES

Water used is potable as per IS:10500.

Tested & Compliant

Minor Deviations

Not Tested

Water tanks cleaned quarterly.

Quarterly Clean & Tagged

Irregular

Not Cleaned

Sinks, taps leak-free & functional.

Fully Functional

Minor Leaks

Not Repaired